FRANKLIN COUNTY DATA CENTER
Job Posting: **Sr. Systems Analyst**

SUMMARY
The Sr. Systems Analyst is responsible for analyzing and implementing complex systems while documenting associated functional and non-functional processes and architecture. This job typically begins with determining the intended purpose of the platform. The Sr. Systems Analyst must understand the general objectives of the agencies and offices of Franklin County, as well as what each individual user's job requires. Once the Sr. Systems Analyst has determined the general and specific needs of the agency or office, he or she can choose appropriate systems that will help accomplish the goals of the agency or office, while ensuring all system specifications and end-user processes are appropriately documented. Must successfully complete a 180-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Reports to the Director of Application Development, and will work closely with the Business Services, Infrastructure and PMO groups, as well as third party development consultants.
- Writes documentation to describe custom configuration of technology solutions and operating procedures to liaison with third party development consultants.
- Produces technical documentation for new and existing platforms.
- Writes end-user and technical overview documentation.
- Provides technical expertise and recommendations in assessing new IT projects and initiatives to support and enhance our existing systems.
- Evaluates end-user procedures and processes while defining process opportunities by conferring with clients.
- Captures technology deficiencies as well as necessary architecture and software specifications, documents those deficiencies, and shares this data with team members including Sr. leadership.
- Analyzes data quality within supported systems and frameworks. Documents and shares recommendations to tackle deficiencies.
- Researches available technology landscape and proposes solutions based on available and upcoming technologies as well as strategic vision.
- Coordinates solutions activity with all technical team members and leadership.
- Provides assistance and advice to end-users in the effective use of applications and information technology.
- Participates in the ideation and initiation processes; is involved in the design phase of any new IT development project.
- Assists in governing the development and implementation standards, procedures and guidelines to support operational processes.
- Prioritizes work and meets deadlines while managing changing priorities.
- Validates solutions; integration testing.
- Updates job knowledge frequently by:
    o Participating in educational opportunities
    o Reading professional publications
    o Participating in professional organizations
- Performs work occasionally outside of normal business hours.
- Perform other role-related duties, as assigned.

SUPERVISORY RESPONSIBILITIES
No direct supervisory responsibilities. May be required to provide guidance, leadership and training to team members as necessary.

QUALIFICATIONS
- Exceptional technical writing skills. Must possess 5-7 years of technical writing experience within an IT arena.
- Strong oral and written communication including assertiveness, tact and candor.
- Strong emotional intelligence-ability to listen to business users and create keen observations.
- Strong problem solving skills.
- Excellent follow-up and follow-through skills are required.

EDUCATION and/or EXPERIENCE:
A bachelor's degree in Information Technology related field is required. At least 5-7 years of related experience is also required. CBAP Certification is preferred.

LANGUAGE SKILLS
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to develop reports, create business correspondence and procedure standards. Ability to effectively present information and respond expeditiously to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS
Common math including percentages and linear equations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
CBAP certification, or similar certification, is preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate-controlled office environment. Significant mental effort is required daily; a good amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional evening work is necessary in this position.

Data Center Benefits Summary:
Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement
Send resume, references, and salary requirements to:
FRANKLIN COUNTY DATA CENTER
Attn: Jessica Wilkins-Bibbs, Director, Human Resources

Franklin County
Data Center

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fcdcjobs@franklincountyohio.gov
EOE   No Fees